

30 September 1949

TO : All Division Chiefs and Division Training Liaison Officers,  
OSO and OPC

FROM : Chief, Training Division

SUBJECT: Staff training courses scheduled for the period October 1949  
through March 1950

1. In order to allow the chiefs and training liaison officers of the various Divisions of OSO and OPC to plan adequately for proper training of their personnel, the courses which the Staff Training Branch intends to conduct during the next six months are listed below. (Attention is drawn to the project of conducting, starting in January 1950, two courses of the same kind simultaneously in order to take care of the increased training load.)

Maximum Loada. Common Instruction(1) Intelligence Orientation Courses

IOC 2 10 October to 4 November 1949  
(In view of the number of OSO and OPC requests already received, no more entrance requests can be accepted.)

IOC 3 14 November to 9 December 1949  
IOC 4 19 December to 13 January 1950  
IOC 5 9 January to 3 February 1950  
IOC 6 30 January to 24 February 1950  
IOC 7 20 February to 17 March 1950  
IOC 8 13 March to 17 April 1950

(2) Operations Courses

OC 2 14 November to 9 December 1949  
OC 3 19 December to 13 January 1950  
OC 4 23 January to 17 February 1950  
OC 5 13 February to 10 March 1950  
OC 6 6 March to 31 March 1950  
OC 7 27 March to 21 April 1950

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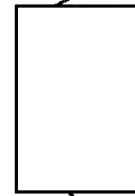
BOX NO. 2 DOC. NO. 23 NO CHANGE  
IN CLASS: RECOGNITION CLASS: CHANGED TO: TS RET. JUST. 22  
NEXT REV. DATE 89 REV. DATES 1/24/49 1/24/50 1/24/51  
NO. PGS 6 CHRS. 100 DATE ORG COMP 1/24/49 ORG CLASS S  
REV CLASS C REV COORD. HR 70-3

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~~CONFIDENTIAL~~~~Maximum Load~~(3) Advanced Courses

AC 1	24 October to 18 November 1949
AC 2	19 December 1949 to 13 January 1950
AC 3	23 January to 17 February 1950
AC 4	27 February to 24 March 1950
AC 5	20 March to 14 April 1950



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b.

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c. Technical Training Courses conducted by Staff Training Branch.Photography Courses (one week each) - ~~Maximum Load 8.~~

3-7 October 1949  
 10-14 October 1949  
 31 October-4 November 1949  
 7-11 November 1949  
 14-18 November 1949  
 28 November-2 December 1949  
 5-9 December 1949  
 12-16 December 1949  
 19-23 December 1949  
 2-6 January 1950  
 9-13 January 1950

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16-20 January 1950  
 23-27 January 1950  
 6-10 February 1950  
 13-17 February 1950  
 27 February-3 March 1950  
 6-10 March 1950  
 20-24 March 1950  
 27-31 March 1950

Investigative C.I. Techniques (one week) - 

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17-21 October 1949  
 24-28 October 1949  
 21-25 November 1949  
 12-16 December 1949  
 26-30 December 1949  
 30 January to 3 February 1950  
 20-24 February 1950  
 13-17 March 1950

d. Administrative Training Courses(1) Basic Orientation. (One week.) For new clerical and administrative personnel only. 

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Orientation Course #5 - 10-14 October 1949  
 Orientation Course #65 - 7-11 November 1949  
 Orientation Course #76 - 2-6 January 1950  
 Orientation Course #81 - 6-10 February 1950  
 Orientation Course #98 - 13-17 March 1950

(2) Headquarters Administration. (One week.) 

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Headquarters Course #5 - 17-21 October 1949  
 Headquarters Course #65 - 14-18 November 1949  
 Headquarters Course #76 - 5-9 December 1949  
 Headquarters Course #81 - 9-13 January 1950  
 Headquarters Course #98 - 13-17 February 1950  
 Headquarters Course #103 - 20-24 March 1950

(3) Field Administration. (One week.) 

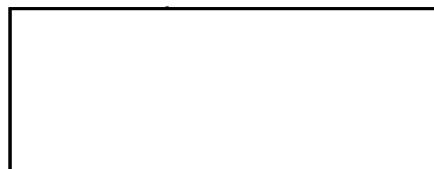
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Field Course #5 - 24-28 October 1949  
 Field Course #66 - 21-25 November 1949  
 Field Course #76 - 12-16 December 1949  
 Field Course #81 - 16-20 January 1950  
 Field Course #98 - 20-24 February 1950  
 Field Course #103 - 27-31 March 1950

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2. Attached to this memo is a chart showing the flow of training for the average operations officer as it will be available in the future. As this chart indicates, the Staff Training Branch will direct and conduct the entire training of students in a way which will assure continuity of training and relieve the Divisions of the burden of placing and occupying students during interim periods. For security cleared students who are waiting for the commencement of their training, the Staff Training Branch will provide preliminary instruction and assure their constructive occupation in form of study courses, research projects, and the like.
3. As far as practical, this schedule of instruction will remain firm. If developments beyond our control should take place, the Divisions will be notified as far in advance as possible. It should also be understood that the new specialized courses can be prepared and started only gradually.
4. All training requests should be submitted at least two weeks in advance of the date the instruction is to commence. Form 51-1 should be used and submitted to Chief, TRD, Room 201, Building [ ] 25X1
5. Information about specific training facilities and courses will be given by the Schedule Officer, Mrs. [ ] Room 201, Building [ ] All inquiries about general training problems should be directed to the Chief, Staff Training Branch, Mr. [ ] Room [ ] 25X1 25X1

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>Thelma</i>		
2			
3			
4			
5			
FROM		INITIALS	DATE
1			
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

*file in Basic Documents  
St B. This is the  
original blessing by  
OSD for St B.*

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FORM NO. 30-4  
SEP 1947